

BATH COUNTY SCHOOL BOARD

AGENDA ITEM: INFORMATION { X } ACTION { } CLOSED MEETING { }

SUBJECT: ITEMS FOR BOARD MEMBERS



Grantee

Shenandoah Valley Head Start Consortium & Early Head Start – Child Care Partnership

59 John Lewis Road, Suite 101
Fishersville, Virginia 22939
(540) 245-5162 • Fax (540) 245-5064



June 8, 2017

Ashley Rhodenizer
Director
Disabilities Specialist
(540) 245-5162 Ext. 106

Kristi Pelina
Early Childhood Dev.
Coordinator
(540) 245-5162 Ext. 107

Candy Daffern
Early Head Start
Coordinator
(540) 245-5162 Ext. 112

Dear Community Partner,

I'm pleased to share our Annual Report with you. It was an exciting year as we gathered our first set of comprehensive data for our Early Head Start program and continued to nurture our established Head Start program. I hope you will see positive outcomes throughout the report.

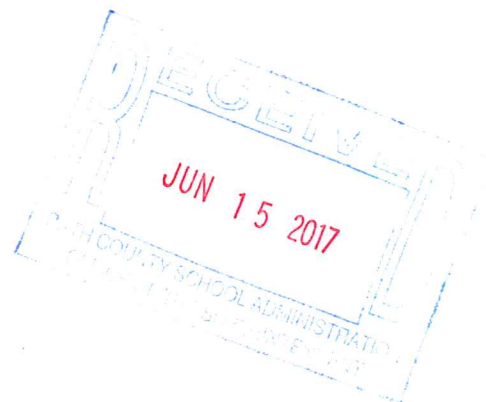
Through a strong Head Start and LEA partnership model, we serve three and four year old children and their families living in the communities of Augusta, Bath, Harrisonburg, Highland, Rockingham, Staunton, and Waynesboro. Our Early Head Start program is a Child Care Partnership model for children who are 6 weeks to 3 years old. This year's Annual Report includes data from both Head Start and Early Head Start.

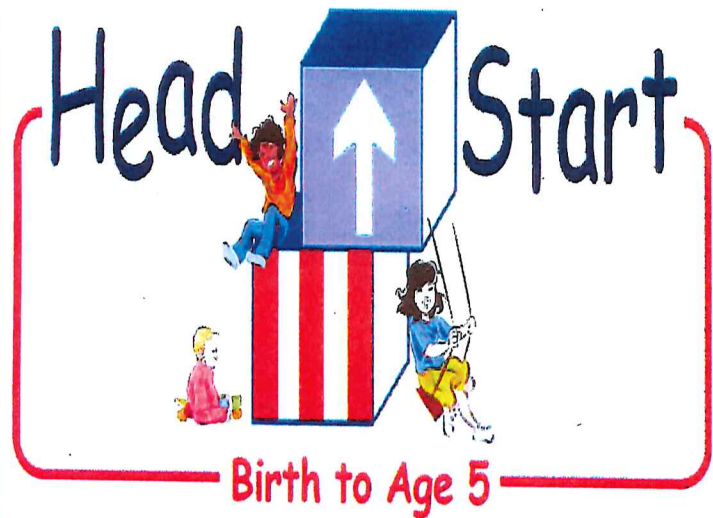
We continue to emphasize and provide comprehensive services that produce measurable outcomes for children and their families. All aspects of our program are designed to promote school readiness to maximize early educational opportunities for every child. Our program also promotes meaningful parent, family, and community engagement, knowing that lasting family relationships support children long after the preschool year(s).

On behalf of the Shenandoah Valley Head Start and Early Head Start program, let me say a sincere "thank you" for your continued support of quality comprehensive early childhood development services for young children and their families. It's exciting to work among individuals who are so dedicated to changing the future.

Sincerely,

Ashley S. Rhodenizer, Director
Shenandoah Valley Head Start and Early Head Start





2015-2016 ANNUAL REPORT

*Providing quality comprehensive services to
families and children in:*

- Augusta County
- Bath County
- Harrisonburg City
- Highland County
- Rockingham County
- Staunton City
- Waynesboro City

Program Overview

What is Head Start?

Created in 1965 as a comprehensive program to break the cycle and effects of poverty, Head Start is the longest-running, federally-funded school readiness preschool program in the United States.



What Head Start does....

Head Start program services strive to enhance children's cognitive, social, and emotional development both at school and at home. Research-based strategies and service delivery models enhance a child's ability to grow in language, literacy, mathematics, science, social and emotional functioning, creative arts, and physical skills. Head Start also provides comprehensive health, mental health, and nutritional services to children and their families.

Student Demographics-Head Start

In the 2015-2016 school year, the Shenandoah Valley Head Start Program was funded to serve 278 children. When a child moves from an area and can no longer be enrolled for services or withdraws from the program, another child is enrolled. SVHS provided services to 304 children throughout the year.

Family Enrollment Eligibility:

- ⇒ 24 families received TANF and/or SSI public assistance
- ⇒ 202 families were at or below 100% of the federal poverty guidelines
- ⇒ 16 children were in foster care
- ⇒ 3 children gained enrollment due to experiencing homelessness
- ⇒ 24 children were from over-income families
- ⇒ 35 children were between 101-130% of the federal poverty guidelines
- ⇒ **92% of the children served met eligibility guidelines**

Class age of children served (class age indicates a child's age as of the Sept. 30 cut-off date for kindergarten enrollment)

- ⇒ 138 four-year-olds
- ⇒ 150 three-year-olds
- ⇒ 16 two-year-olds (who did not begin until their third birthday)

Race/Ethnicity of children served:

- ⇒ 40 African American
- ⇒ 44 Biracial
- ⇒ 3 Mexican
- ⇒ 213 White
- ⇒ 1 Hispanic
- ⇒ 1 Asian
- ⇒ 1 Cuban
- ⇒ 1 Indian

Language of children served:

- ⇒ 233 English
- ⇒ 62 Spanish
- ⇒ 7 South Asian Languages
- ⇒ 2 East Asian Languages

The Average Monthly Enrollment for the year was 99.34%. Our program is diligent to fill openings quickly.

Student Demographics-Early Head Start

In the 2015-2016 school year, the Shenandoah Valley Early Head Start Program was funded to serve 32 children. When a child moves from an area and can no longer be enrolled for services or withdraws from the program, another child is enrolled. SVHS provided services to 35 children throughout the year.

Family Enrollment Eligibility:

- ⇒ 3 families received TANF and/or SSI public assistance
- ⇒ 22 families were at or below 100% of the federal poverty guidelines
- ⇒ 5 children were in foster care
- ⇒ 3 children were from over-income families
- ⇒ 2 children were between 101-130% of the federal poverty guidelines
- ⇒ **91% of children served met eligibility guidelines**

Class age of children served:

- ⇒ 6 Under one years old
- ⇒ 10 one-year-olds
- ⇒ 19 two-year-olds

Race/Ethnicity of children served:

- ⇒ 4 African American
- ⇒ 7 Biracial
- ⇒ 24 White

The Average Monthly Enrollment for the year was 67.28%. Early Head Start Child Care Partnership did not require full enrollment during the Implementation Period.

Meeting the Needs of the Whole Child in Head Start

Percentage of children who were up-to-date on a schedule of age-appropriate preventive and primary health care according to the Virginia EPSDT* schedule for well child care:

⇒ **62%** (out of 304)

Percentage of children who were up-to-date on all immunizations appropriate for their age:

⇒ **88%** (out of 304)

Percentage of children who had health insurance by the end of the year:

⇒ **98%** (out of 304)

Percentage of children who received preventive dental care:

⇒ **66%** (out of 304)

Meeting the Needs of the Whole Child in Early Head Start

Percentage of children who were up-to-date on a schedule of age-appropriate preventive and primary health care according to the Virginia EPSDT* schedule for well child care:

⇒ **37%** (out of 35)

Percentage of children who were up-to-date on all immunizations appropriate for their age:

⇒ **71%** (out of 35)

Percentage of children who had health insurance by the end of the year:

⇒ **89%** (out of 35)

Percentage of children who were up-to-date on a schedule of age-appropriate preventive and primary oral health care according to the Virginia EPSDT* schedule for well child care:

⇒ **43%** (out of 35)

Family Demographics: 295 Head Start Families Served 32 Early Head Start Families Served

Demographics of families served for Head Start 2015-2016

- ⇒ 134 two-parent families
- ⇒ 161 single-parent families
- ⇒ 210 families with at least one parent employed
- ⇒ 85 families with one or both parents unemployed
- ⇒ 117 parents with less than a high school degree
- ⇒ 89 parents with a high school diploma or GED
- ⇒ 71 parents with associate's degree, or some college education
- ⇒ 18 parents with bachelor's or advanced degree

Demographics of families served for Early Head Start 2015-2016

- ⇒ 10 two-parent families
- ⇒ 22 single-parent families
- ⇒ 27 families with at least one parent employed
- ⇒ 5 families with one or both parents unemployed
- ⇒ 12 parents with less than a high school degree
- ⇒ 8 parents with a high school diploma or GED
- ⇒ 8 parents with associate's degree, or some college education
- ⇒ 4 parents with bachelor's or advanced degree



Parent Involvement in the Family Partnership Process

303 Head Start and Early Head Start families participated in a family goal-setting process which resulted in an individualized Family Partnership Agreement

Head Start/Early Head Start Supports Families: Comprehensive Services Received	Number of Families That Received Service
Emergency/Crisis Intervention: addressing immediate need for food, clothing, or shelter	223
Housing Assistance: subsidies, utilities, repairs, etc.	40
Substance Abuse prevention or treatment	10
Mental Health Services	51
English as a Second Language (ESL) Training	51
Adult Education: GED programs, college selection, etc.	39
Job Training	36
Child Abuse and Neglect Services	45
Domestic Violence Services	3
Child Support Assistance	18
Health Education: including prenatal education	287
Assistance to Families of Incarcerated Individuals	5
Parenting Education	314
Marriage Education Services	9
Asset Building Services (e.g. Financial Education)	18

Father or Male Engagement for Head Start

Number of fathers/father figures who were engaged in the following activities during this program year:

- ⇒ 57 Family Assessment
- ⇒ 59 Family Goal Setting
- ⇒ 102 Involvement in child's Head Start child development experiences (e.g. home visits, parent-teacher conferences, etc)
- ⇒ 4 Head Start program governance, such as Policy Council
- ⇒ 49 Parenting Education workshops

Father or Male Engagement for Early Head Start

Number of fathers/father figures who were engaged in the following activities during this program year:

- ⇒ 9 Family Assessment
- ⇒ 9 Family Goal Setting
- ⇒ 14 Involvement in child's Head Start child development experiences (e.g. home visits, parent-teacher conferences, etc)
- ⇒ 0 Head Start program governance, such as Policy Council
- ⇒ 0 Parenting Education workshops



Curriculum & Assessment

The Virginia Foundation Blocks for Early Learning are the comprehensive standards for four-year-olds. These standards are integrated throughout the curriculum.

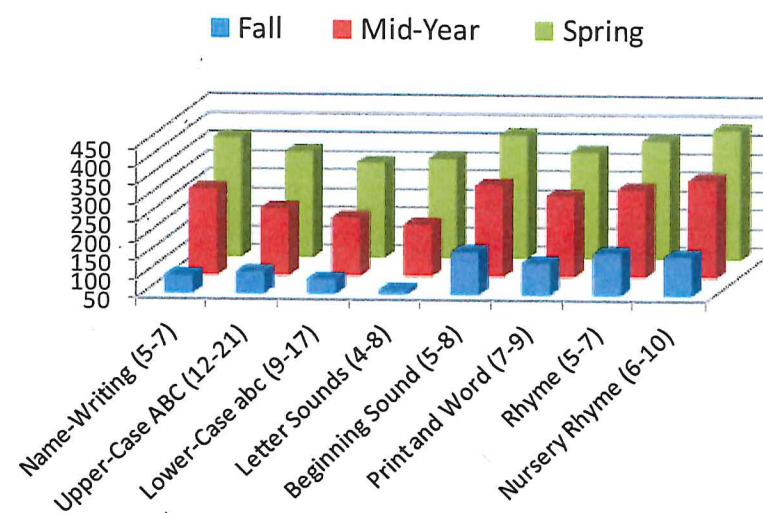
- ⇒ The **Creative Curriculum** provides a curriculum framework for the following areas of development: social/emotional, physical, cognitive, and language. This curriculum is aligned with the Virginia Foundation Blocks for Early Learning and Outcomes Framework. The Creative Curriculum is used in classrooms that serve 3-year-old children.
- ⇒ **Blueprint for Early Literacy** recognizes that all children need experience with books and structured support to build language and vocabulary skills. *Blueprint* is based on National Reading Panel and Early Reading First recommendations and is designed to meet state and national standards for reading, writing, and oral language development. This is used in rooms that serve 4-year-old children.
- ⇒ **Phonological Awareness Literacy Screening (PALS Pre-K)** is an assessment used to identify each 4-year-old's knowledge of important literacy fundamentals. Knowledge of these fundamentals is predictive of future reading success. Assessment occurs three times a year. Instructional staff adjust teaching strategies to support the needs of children as indicated by assessment results.
- ⇒ **English Language Acquisition** for children who are English Language Learners is a focus of the program. Teaching Strategies GOLD, an ongoing assessment database which is correlated with Creative Curriculum and all curricular supplements, is used to measure outcomes in all areas, including English Language Acquisition.



PALS-PreK

Phonological Awareness Literacy Screening for Preschool

2015-2016 School Year - PALS-PreK Results



PALS PreK measures many emergent literacy skills that research indicates are predictive of later reading achievement. This graph shows the areas assessed by the PALS-PreK. The numerical reference in parentheses is the score range identified for a child to be in the Spring Developmental Zone for that area. The data includes all children regardless of length of time they were enrolled. Growth is noted in all areas. These numbers include the children in Head Start classrooms and all children where funding sources are blended (Virginia Preschool Initiative, Early Childhood Special Education, Title 1, and Local Funding). There were 146 four-year-olds assessed this year throughout the Head Start program. Many of the classrooms are inclusive, serving children with identified disabilities. Dual Language Learners make up many of these learners as well. All four-year-old children are screened with the PALS PreK.

When we see the results of this assessment, we celebrate the accomplishments of our children, their families, and the teaching staff!

Transition to Kindergarten

The Shenandoah Valley Head Start Preschool Program is a predominately school-based program; therefore, many children begin from day one preparing for kindergarten and the public school experience. Transitioning children to kindergarten successfully is a critical goal of the program. The following transition steps took place during the 15-16 school year:

- Family Service Advocates registered families and provided school readiness information during the summer prior to the start of the preschool year.
- Families were informed that physicals and immunizations are required for children to attend preschool and kindergarten. Family Service Advocates assisted families in accessing these services to meet school entry requirements.
- During the preschool summer orientation, at school-based sites, families visited the schools and met school staff, including teachers and principals.
- Teachers discussed individual progress with each child's parent during home visits and parent conferences. Celebrations and concerns were addressed, and together teacher and parents developed strategies to prepare for the child's transition to kindergarten.
- In the spring, families were provided with transition to kindergarten information and materials. Transition workshops were held for parents. In many locations, this included a visit to the new site where the child would attend kindergarten.
- Preschool children visited kindergarten classrooms.
- Preschool children had an opportunity to eat lunch cafeteria-style with the other elementary school age children.
- Parents played an active role by taking responsibility for providing requested documents and registering for kindergarten.

When children attend in a community-based site, the family is supported with the transition to school-based services or to the new classroom at the center.

Early Head Start supports transitions through site visits and helping families understand the changes available when children are 3 years old.

Disabilities

The Head Start Act requires that actual enrollment will include at least 10% of children with identified disabilities. At the end of the 2015-2016 program year, Head Start had provided services to 57 children with identified disabilities. This represents 19% across the regional enrollment which exceeds the 10% requirement.

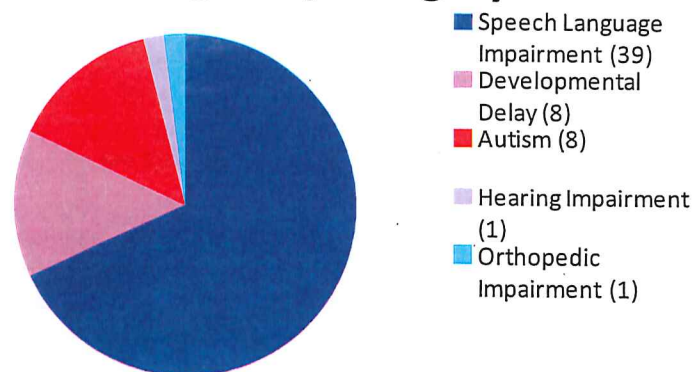
The Head Start Program partners with the Local Education Agency (LEA) for provision of all special education and related services. Head Start ensures that children with an identified disability are receiving the additional services they need by a formal monthly tracking system.

Shenandoah Valley Head Start actively partners with school and community professionals to recruit those children identified with disabilities through parents, school systems, doctors, and other community professionals. Head Start recruitment and enrollment plans include the process by which the LEA and Head Start program place eligible children identified with a disability into preschool classrooms.

Types of Disabilities Served

In 2015-2016 Head Start served 57 children (19% of enrollment) with disabilities.

Breakdown of Disabilities by Eligibility Category



Budget

	<i>Federal Funding</i>		<i>Federal Funding</i>	
	<i>Budgeted</i>		<i>Proposed</i>	
	Dec 2015- Nov 2016	Mar 2015- Aug 2016	Dec 2016- Nov 2017	Sept 2016- Aug 2017
	<i>Head Start</i>	<i>Early Head Start— Child Care Partnership</i>	<i>Head Start</i>	<i>Early Head Start— Child Care Partnership</i>
Personnel	\$ 1,305,280	\$ 324,111	\$ 1,282,693	\$ 194,954
Fringe Benefits	\$ 572,877	\$ 138,514	\$ 614,594	\$ 158,196
Travel	\$ -	\$ 13,000	\$ 7,872	\$ -
Equipment	\$ -	\$ 112,025	\$ -	\$ -
Supplies	\$ 36,143	\$ 369,344	\$ 64,590	\$ 15,696
Contractual	\$ 97,203	\$ 427,153	\$ 40,320	\$ 25,212
Other	\$ 61,187	\$ 296,652	\$ 127,142	\$ 51,840
Direct Costs	\$ 2,072,690	\$ 1,680,799	\$ 2,137,211	\$ 604,094
Indirect Costs	\$ 39,936	\$ 17,959	\$ 13,442	\$ 6,706
TTA Costs	\$ 29,196	\$ 90,000	\$ 29,196	\$ 15,000
<i>Total approved Federal budget</i>	\$ 2,141,822	\$ 1,788,758	\$ 2,179,849	\$ 625,800
<i>Non-federal Match</i>	\$ 535,456	\$ 353,767	\$ 544,962	\$ 156,450

The Early Head Start budget period (March 2015—August 2016) represents an Implementation Period of 18 months. Implementation included significant funds for Start-Up of the new project.

Program Mission & Goals

Program Mission 2015-2016

The Shenandoah Valley Head Start Program's mission is to provide a quality preschool program that forms partnerships among families, school sites, and the served communities. The program will emphasize the physical, social, emotional, and cognitive development that is age appropriate for children. Using comprehensive school readiness goals and the Parent, Family & Community Engagement Framework, the program will prepare children for success throughout their school years. Our goal is to encourage lifelong learning while empowering families to reach their full potential through parent engagement opportunities with their children.

Long Range Goals 2015-2016

1. We, at SVHS/EHS, will increase culturally and linguistically sensitive practices when working with all families (this includes those from other cultures and with limited literacy levels) to support family goal attainment and school readiness.

- ⇒ Translate documents into the written languages represented in our program.
- ⇒ Reduce the literacy level of written documents
- ⇒ Learn more about the various cultures and provide support.

2. We, at SVHS/EHS, will develop community partnerships that increase access to comprehensive services for children and families in each community we serve.

- ⇒ Identify community resources in each comprehensive area for each community and build relationships.
- ⇒ Seek increased availability of services/appointment opportunities for families with young children.
- ⇒ Support families access.

Program Goals

Goals and Objectives continued -

3. We, at SVHS/EHS, in partnership with Augusta County Schools, non-federal entity, will strengthen fiscal systems to ensure good stewardship of federal funds and clear cost allocation.

⇒ Strengthen fiscal understanding including Uniform Guidance expectations for all staff.

⇒ Seek clear representation of funds in a timely way to support program decision-making.

4. We, at SVHS/EHS, will support curriculum implementation and positive interactions in classrooms to promote the overall development of children.

⇒ Implement Practice-based Coaching practices for EHS-CCP sites.

⇒ Provide CDA or equivalent coursework for all indicated staff.

⇒ Retain qualified staff.

⇒ Implement Conscious Discipline to support CSEFEL pyramid.

⇒ Develop teacher-leaders to support the overall program.

Results of Recent Reviews and Fiscal Audit

In the 14-15 program year, the Shenandoah Valley Head Start program had successful Federal Reviews for the areas of Fiscal & ERSEA and CLASS. The Environmental Health & Safety Review indicated one correction needed. The program made the correction—adding EXIT signs over doorways. In the 15-16 program year the program had the Comprehensive Services & School Readiness review followed by the Governance, Leadership, and Management Systems review. Both were successfully compliant.

The Shenandoah Valley Head Start /Early Head Start programs undergo an annual independent financial audit as a part of the annual audit of the County of Augusta. For the fiscal year that ended June 30, 2016, the auditor found no material weaknesses and no significant deficiencies in internal controls over the program. In addition, there were no audit findings that require disclosure under Federal Regulations. A copy of the complete audit is available through the County of Augusta.

In the 15-16 year, there were no reviews for the Early Head Start-Child Care Partnerships grant.

NOTES



Shenandoah Valley Head Start

A Part of the

Regional School-Based Preschool Network

59 John Lewis Road, Suite 101

Fishersville, VA 22939

1-800-405-8069

Augusta County Public Schools—Grantee

Head Start Grant # 03CH3383

Early Head Start Grant # 03HP0024

Funding provided by a grant from the U.S. Department of HHS-ACF-OHS.

Non-Discrimination Notice

The Augusta County School Board does not discriminate on the basis of race, color, national origin, religion, age, disability, or gender in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding non-discrimination policies:

Title IX Coordinator
Jill R. Martin
Director of Personnel
PO Box 960
Verona, VA 24482
(540) 245-5107

Section 504 Coordinator
Douglas W. Shifflett, Jr., Ed D
Assistant Superintendent for Administration
PO Box 960
Verona, VA 24482
(540) 245-5108

Sue Hirsh

From: Jones, Lisa (DOE) <Lisa.Jones@doe.virginia.gov> on behalf of Staples, Steven (DOE) <Steven.Staples@doe.virginia.gov>
Sent: Tuesday, June 20, 2017 12:09 PM
To: Jones, Lisa (DOE)
Cc: Pyle, Charles (DOE); Grimes, Julie (DOE)
Subject: SUPT'S EMAIL: 2017 VDOE Accountability Reports Timeline
Attachments: SSWS Contacts.pdf

The Virginia Department of Education (VDOE) has established the following preliminary timeline for the release of student achievement on 2016-2017 state assessments, 2017-2018 state accreditation ratings and federal Priority and Focus school designations, as well as 2017 graduating cohort reports — including graduation and dropout rates — to school divisions and the public.

The accountability reports timeline is preliminary and subject to change. As in the past, additional Superintendent's Emails will be issued as warranted to keep division superintendents and communications staff apprised of changes in the timeline.

Important Notes for 2017:

- VDOE will publicly release statewide, division and school pass rates — overall and by subgroup — on 2016-2017 state assessments on **August 15**. Reports identical to the information that will become public on August 15 will be available to all school divisions in advance in the Federal Pass Rate application in SSWS beginning July 24.
- State accreditation ratings will be released to the news media and general public on **September 13**. This news release will include federal Priority and Focus school designations.
- As Virginia continues the transition to the new Every Student Succeeds Act, the Annual Measurable Objectives (AMOs) established by the state Board of Education under Virginia's NCLB waiver won't apply to most schools but will factor in the exit criteria for Priority and Focus schools for 2017-2018. No new Priority or Focus schools will be identified.

June 9: Preliminary reports available in the Cohort Graduation application through the VDOE Single Sign-On for Web Systems (SSWS) portal include the following:

- Graduation & Completion Index (GCI — for use with state accreditation);
- Federal Graduation Indicator (FGI — for use in federal accountability); and
- Cohort on-time graduation, completion and dropout reports.

Reports will be incomplete until school divisions submit and verify end-of-year and summer student record collections. To obtain a login and password, contact your school division's SSWS account manager. A list of SSWS account managers is attached for your convenience.

July 10: Substitute Test application in the Single Sign-On for Web Services (SSWS) portal opens and is available to upload substitute test results for any board-approved substitute test used to award verified credit. To report substitute test results for inclusion in accountability ratings, a properly coded Standards of Learning (SOL) test record must be submitted by the end of the spring SOL test administration for the school year in which the substitute test was administered.

- July 18:** Deadline for submission of applications for Partially Accredited: Reconstituted School status.
- July 18-21:** For divisions that surpassed the one-percent cap on proficient VAAP scores in mathematics and reading, SSWS application opens for reassigning scores for inclusion in federal accountability reporting. Federal Pass Rate reports for these divisions will be available on the business day following completion of VAAP reassignment.
- July 24:** Preliminary division-level and school-level “all students” and reporting group and state assessment pass rates available in the Federal Pass Rate application in SSWS for divisions that did not exceed the one-percent cap on proficient VAAP scores and for divisions that have completed the reassignment of VAAP scores for federal accountability.
- Preliminary 2017-2018 state accreditation ratings and supporting data available for all divisions in the Accreditation application in SSWS. Please protect student privacy by exercising care in sharing information from these reports.
- July 31:** State accreditation data and reports are refreshed weekly.
- August 7:** Assessment data are locked for the purpose of identifying schools exiting Priority and Focus status for 2017-2018; however, the Cohort Graduation Online Data Correction tool will remain open until September 2.
- August 15:** VDOE issues a news release on statewide, division and school pass rates — overall and by student reporting group — on 2016-2017 state assessments. Reports identical to the information that will become public on August 15 will be available to school divisions in advance in the Federal Pass Rate application in SSWS.
- Subject-by-subject, grade-by-grade pass rates on School Quality Profiles and VDOE website are updated to include 2016-2017 state assessment results.
- August 31:** Appeals for reconstituted school status due to VDOE Office of School Improvement.
- September 1:** The Substitute Test application in the SSWS portal closes and data are locked for use in determining state accreditation ratings.
- Deadline for the submission of signed verification reports for the end-of-year and summer student record collections.
- Cohort graduation online data correction tool closes until January 2018.
- September 5:** Final refresh of GCI data for use in state accreditation prior to public release of updated school report cards and accreditation ratings.
- September 13:** VDOE issues a news release on 2017-2018 state accreditation ratings; news release will include previously identified Priority and Focus schools that did not exit Priority or Focus status. Concurrently, the Department will update School Quality Profiles for schools, divisions and the commonwealth.

The status of schools previously rated as Partially Accredited: Reconstituted School and schools seeking this rating for the first time will be reported as “to be determined” (TBD) pending action by the Board of Education.

September 26: VDOE issues news release on cohort graduation and dropout rates.

VDOE staff is prepared to assist school divisions with questions about accountability ratings and related issues. Here are contacts for the most frequently queried topics:

- General questions about ESEA flexibility: ESEA@doe.virginia.gov
- Student assessment records: Office of Test Administration, Scoring and Reporting: student_assessment@doe.virginia.gov, (804) 225-2102
- Federal pass rates, accreditation and graduation calculations: Office of Information Management: resultshelp@doe.virginia.gov, (804) 225-4847
- VAAP reassignment: Deborah Johnson, specialist, Office of Special Education Instructional Services, deborah.johnson@doe.virginia.gov or (804) 371-2725
- Priority and Focus school status: Beverly Rabil, director, Office of School Improvement: Beverly.Rabil@doe.virginia.gov, (804) 225-2865
- Requests for state accreditation TBD status and Partially Accredited: Reconstituted School status: Beverly Rabil, director, Office of School Improvement: Beverly.Rabil@doe.virginia.gov, (804) 225-2865
- Communications issues: Charles Pyle, director of communications: Charles.Pyle@doe.virginia.gov, (804) 371-2420 or Julie Grimes, communications projects coordinator, Julie.Grimes@doe.virginiagov or (804) 225-2543

A listing of school division SSWS account managers and SSWS back-up account managers is attached to this message for your convenience in accessing SSWS applications and reports.



COMMONWEALTH of VIRGINIA

DEPARTMENT OF EDUCATION

P.O. BOX 2120

RICHMOND 23218-2120

RECEIVED
JUN 13 2017
BATH COUNTY SCHOOL ADMINISTRATION

June 12, 2017

Mrs. Sue F. Hirsh
Superintendent
Bath County Public Schools
Post Office Box 67
Warm Springs, VA 24484

Dear Mrs. Hirsh:

Thank you for your participation and cooperation with the Administrative Review conducted by the Office of School Nutrition Programs, Virginia Department of Education on May 22-24, 2017.

Corrective actions have been accepted. Your Administrative Review is officially closed. Please find attached the Summary for Posting that will be placed on the state agency's (VDOE SNP) publicly available website.

If you have any questions, please contact your Region Specialist, Casey Dickinson at (804) 786-2695 or casey.dickinson@doe.virginia.gov or me at (804) 371-2339 or sandra.curwood@doe.virginia.gov.

Sincerely,

Sandy Curwood

Dr. Sandra C. Curwood, PhD, RDN
Director
Office of School Nutrition Programs

SCC/ag

Attachment

c: Lumina Shifflett, Food Service Supervisor
Sara Silvernail, DOE-SNP Team Leader
Casey Dickinson, Region Specialist



FEDERAL PROGRAM ADMINISTRATIVE REVIEW SCHOOL NUTRITION PROGRAM SUMMARY

Section 207 of the Healthy Hunger Free Kids Act 2010, amended section 22 of the National School Lunch Act (42 U.S.C. 1769c) requires the Virginia Department of Education, Office of School Nutrition Programs (VDOE SNP), to report the final results of the administrative review to the public in an accessible, easily understood manner in accordance with guidelines promulgated by the Secretary.




Local Educational Agency:	Bath County Public Schools
Report Publication Date:	June 2017
Administrative Review Dates:	May 22-24, 2017
Review Month and Year:	March 2017
Participating Programs:	NSLP, SBP
Participates in Special Provisions?	No





Enrollment and Participation Data for March 2017

	Enrollment	Lunch Avg. Daily Participation	Lunch ADP %	Breakfast Avg. Daily Participation	Breakfast ADP %	Total Reimbursement (\$)
Free	190	163	85.79	111	58.42	13,396.55
Reduced	73	63	86.30	36	49.32	4,319.58
Paid	297	203	68.35	90	30.30	1,783.44
Total	560					19,499.57

Findings Identified during the Administrative Review:

Program Access and Reimbursement	
Certification and Benefit Issuance	✓ NO FINDINGS
Details:	
Verification	✓ NO FINDINGS
Details:	
Meal Counting and Claiming	✓ NO FINDINGS
Details:	

Meal Patterns and Nutritional Quality	
Meal Components and Quantities	 FINDINGS IDENTIFIED
Details: Menu production records were incomplete and did not consistently document accurate food component contributions.	
Offer versus Serve	 NO FINDINGS
Details:	
Dietary Specifications and Nutrient Analysis	 NO FINDINGS
Details:	

School Nutrition Environment and Civil Rights	
Food Safety	 NO FINDINGS
Details:	
Local School Wellness Policy	 NO FINDINGS
Details:	
Competitive Foods	 NO FINDINGS
Details:	
Civil Rights	 NO FINDINGS
Details:	



Bath County Public Schools

P.O. Box 67

Warm Springs, VA 24484

Phone: 540-839-2722 ♦ Fax: 540-839-3040 ♦ Website: www.bath.k12.va.us

June 8, 2017

Ms. Sara Silvernail
Specialist, Office of School Nutrition Programs
Virginia Department of Education
Smyth County Administration Building
121 Bagley Circle, Suite 432
Marion, VA 24354

Dear Sara:

Thank you for conducting the Administrative Review for Bath's School Nutrition Program and for providing additional guidance on adult meal prices and the skills and qualities to look for as we seek to fill the vacancy resulting from Lumina Shifflett's retirement.

Attached is the corrective action plan for 400 – Meal Components and Quantities for both the Sponsor and Site Levels.

Again , I appreciate your time and knowledge shared with us during your visit last month.

Sincerely,

A handwritten signature in blue ink, appearing to read "Sue Hirsh".

Sue Hirsh
Division Superintendent

SH:prc

Attachment: Corrective Action Plan, June 8, 2017
Health School Meals Production Record (SNP 305(a))

Bath County Public Schools
School Nutrition Program

Corrective Action Plan
June 8, 2017

Sponsor and School Levels
400 – Meal Components and Quantities

Provide a written response detailing the SFA's processes on how production records will be completed and monitored for accuracy.

VDOE Form #SNP 305(a) – Healthy School Meals Production Record will be utilized daily in food planning and preparation.

The School Nutrition Director will complete items #5 – 12.

The School Cafeteria Manager will be responsible for completing the remainder of the form.

Cycle menus are being developed for use during the 2017-2018 school year. The Director will complete one SNP 305(a) per menu for Managers to complete each time the menu is served.

The Director will review the record for accuracy regarding the amounts of food prepared, used and leftover for each meal.

Virginia Department of Education

Healthy School Meals Production Record

(1) Date: _____	(2) Site: _____	(3) Grades: _____	(4) Meal: <input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch
(5) Menu: <div style="border: 1px solid black; height: 100px; width: 100%;"></div>		(20) Number of Meals Served: <div style="border: 1px solid black; padding: 2px;"> _____ Reimbursable _____ Non-Reimbursable _____ Total </div>	(6) Menu Planning Age/Grade Groups <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <input type="checkbox"/> K-5 <input type="checkbox"/> 6-8 <input type="checkbox"/> 9-12 </div> (7) Offer vs. Serve <input type="checkbox"/> Yes <input type="checkbox"/> No

Menu Planning											Production and Service				
(8) Menu Item	(9) Manufacturer & Product Code / Recipe Number	(10) Portion Size As Served	(11) Portioning Tool	(12) Meal Pattern Contribution				(13) Number Planned		(14) Allowable Servings per Purchase Unit (Servings/ Case, Bag, Can, lb.)	(15) Total Quantity of Food Prepared (Case, Bag, Can, lb.)	(16) Number of Portions Prepared	(17) Number of Portions Leftover	(18) Number of Portions Used	(19) Comments
				M/MA oz. eq.	Grain oz. eq.	Veg. cup/ Subgroup (DG, RO, BP,S, O, A)	Fruit cup	Reimb Servings Planned	Non- Reimb Servings Planned						
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Milk		1 cup		Milk Component						1 / each					

(12) Vegetable Subgroups: **DG** – Dark Green, **RO** – Red/Orange, **BP** – Beans/Peas, **S** – Starchy, **O** – Other, **A** – Additional Vegetables

I verify that the above information is correct. (21) (Manager's Signature)

Reply all | Delete Junk |

School Nutrition Administrative Review Summary and Corrective Action Plan

SS

Silvernail, Sara (DOE) <Sara.Silvernail@doe.virginia.gov>

Reply all |

Today, 1:24 PM

Lumina Shifflett; Sue Hirsh

Bath County_009_VDOE...

148 KB

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Action Items

Good afternoon, Lumina:

Attached you will find Bath County's Review Summary and Corrective Action Plan. One area was identified for corrective action for completeness and accuracy of menu production records. The remainder of the findings are documented as technical assistance and do not require a response. Please provide a written response, on district letterhead, to me by the end of next week (or earlier) describing the process for which production records will be completed and reviewed for accuracy moving forward. Your response can be emailed to me.

After I review the response for correction, the office will send you a letter that states the review has been closed.

Thank you for your prompt attention to this finding.

I hope all is well and enjoy the weekend!

Sincerely,
Sara

Sara Silvernail, MS, RD

Program Specialist, Office of School Nutrition Programs

Virginia Department of Education | Smyth County Administration Building

[121 Bagley Circle, Suite 432 | Marion, VA 24354](#)

276.706.8330 | [sara.silvernail@doe.virginia.gov%20]sara.silvernail@doe.virginia.gov |

www.doe.virginia.gov/support/nutrition/

Virginia Department of Education
School Nutrition Programs

Administrative Review Summary, Technical Assistance and Corrective Action Plan

Date: June 2, 2017

School Food Authority: Bath County Public Schools
School Nutrition Program Director: Lumina Shifflett
Date of On-Site Review: May 22, 2017
Date of Exit Conference: May 24, 2017
VDOE SNP Reviewer: Sara Silvernail (sara.silvernail@doe.virginia.gov)
Additional VDOE SNP Reviewers: NA

The Virginia Department of Education (VDOE) Office of School Nutrition Programs (SNP) is required to complete an Administrative Review (AR) for all School Food Authorities (SFA's) participating in the National School Lunch Program (NSLP). The AR is conducted once in a three year cycle and consists of assessing the meal access and reimbursement system, nutritional quality and meal pattern, resource management (program finances), and general areas of the program. The purpose of the AR is to ensure program compliance and offer technical assistance. This document is to inform you of the results of the AR. All items listed in the Corrective Action Plan must be corrected system-wide and submitted in writing to the Virginia Department of Education, Office of School Nutrition Programs, by **June 9, 2017**. It is preferred that your responses are written on district letterhead with any additional supporting documents attached and sent by email to the VDOE SNP Reviewer. Failure to submit the required materials by the due date may result in the withholding of claims. If applicable, fiscal action will be assessed after completion of the corrective action plan and the SFA will be notified in writing.

Commendations:

- Student certification and eligibility documents were very organized and it is apparent that the SFA has excellent processes in place for meeting eligibility requirements. The SFA was error-free in the review of student certifications.

Review Findings:

Area	Finding Description	Technical Assistance/ Corrective Action Plan
Sponsor-Level Findings		
200 - Verification	The certifying official was the same as the verifying official. The SFA has two staff persons who process applications, however, only the nutrition director is signing off on the initial eligibility certification and the confirmation review. Technical Assistance was provided to the nutrition director regarding the confirmation requirements. An official other than the official who made the initial eligibility determination must review each approved application selected for verification to ensure that the initial determination was accurate.	Technical assistance. No response required.
300 – Meal Counting and Claiming	For the review month, the number of serving days reported on the claim did not match the division's meal counting record (SNP 12). For the review month, the SFA had 20 serving days. The claim for reimbursement only indicates 18 serving days. Technical assistance was provided on the importance of ensuring all information provided in the claim for reimbursement is reported	Technical assistance. No response required.

**Virginia Department of Education
School Nutrition Programs**

	accurately.	
400 – Meal Components and Quantities	A review of menu production records for the high school indicates records are not completed accurately. Component contribution was not accurate for the following items: breakfast buns (1 oz. eq.), mini pancakes (2 oz. eq.), cereal (1 oz. eq.), and yogurt (1 oz. eq.). Technical assistance was provided to the director regarding best practices in completing and reviewing menu production records for accuracy.	Corrective action: Please provide a written response detailing the SFAs processes on how production records will be completed and monitored for accuracy.
1200 – Professional Standards	The SFA did not have a system in place to track training for all school nutrition employees. Technical assistance was provided to the director and the following resources were shared: SNA's Simple Learning Plan and the USDA's Learning Codes and Objectives. Before the end of the on-site review, a tracker was created and employee training hours were recorded. Review of documentation indicated that all school nutrition employees are on track to meeting training hour requirements.	Technical assistance. No response required.
Site-Level Findings: Valley Elementary		
400 – Meal Components and Quantities	Menu production records for the review month are incomplete. Planned and actual serving amounts of milk are not documented. A review of invoices indicates milk is purchased, served and sold. Technical assistance was provided to the kitchen manager regarding documenting milk and milk variety. Documentation of the milk component began on-site as a result of the TA.	Corrective action: See request above.
500 – Offer versus Serve	Menu signage was not posted for breakfast to indicate what constitutes a reimbursable meal. Entrees were written on a signage board, which was located behind the serving line, after the breakfast meal service began. Fruit and milk options were not included in the breakfast signage. Technical assistance was provided to the kitchen manager regarding the signage requirement and potential areas to move the signage for better visibility. Creativity in signage displays was encouraged.	Technical assistance. No response required.

cc: Sue Hirsh, Superintendent